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CIA ARCHIVES AND RECORDS CENTER

5 September 1967

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MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Contract Employees for Move of Records  
to Suitland Annex

1. Problem

To provide for manpower to accomplish the movement of 20,000 Cu. Ft. of records from the Agency Archives and Records Center to the Suitland Annex.

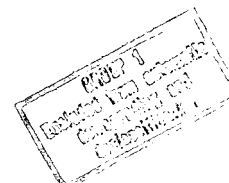
2. Discussion

A. An increase in T/O of two staff employees has been approved for the A&RC. As of this date they have not been recruited, therefore, the .01 funds for their salaries have not been spent. Even when they are recruited, it is planned to have them start at a lower grade than has been approved, therefore, the difference in .01 funds will be available to help pay the wages of two GS-2 level contract employees.

B. The 20,000 Cu. Ft. of records to be moved are stored throughout the A&RC. This means that each box will have to be located from our locator records and pulled from the shelf on an individual basis. The new space location will then have to be glued to each box and the boxes stacked on a pallet in numerical order. Not only will the above be time consuming in man hours, but the remaining boxes in the A&RC are going to have to be moved and our locator records changed, if we are to overcome the honey-combing that will result. These two contract employees would forestall any problems that might arise as to labor to load and unload at each location.

C. During the first three months of the move, to

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further complicate the problem, a group of contractor personnel and their security escort will be working throughout the A&RC installing a new alarm system. Not only will this slow up the move but also the routine work that must go on all during the move.

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D. Two summer employees are currently working at [ ] who do not plan on going back to school, nor do they have a job lined up after their summer employment ends. They have indicated a willingness to work on as contract employees, and it is relatively easy to get them a clearance thru Secret.

### 3. Conclusions

As can be seen from the above discussion, there is a definite need for additional help during the nine to twelve months it will take to accomplish the move. The need is a necessary one if we are to provide the reference service that all Agency elements demand.

### 4. Recommendation

It is recommended that approval be obtained to hire the two summer employees as contract employees on a temporary basis for a period not to exceed one year.

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[ ]  
Chief ✓

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